

~~CONFIDENTIAL~~

Comptroller

7 August 1953

Chief, Fiscal Division

Notice to Individuals of Leave Balances and Amounts
to be Used or Forfeited.

1. For the last couple of months consideration has been given to issuing to individuals on the overt pay roll notifications of their sick and annual leave balances, as of a current date, and of the amount of annual leave that each will be required to use prior to the end of the leave year or forfeit. The decision of the manner in which we would issue these notifications and of what we would inform these individuals has been delayed by (1) the knowledge that legislation was pending to amend the annual and sick leave Act of 1951, and (2) the resulting and amending legislation itself, Public Law 102, approved 2 July 1953. Section 6 of Public Law 102 directs each Agency to require the liquidation of excess leave balances "within a reasonable period of years", and it was thought that the policy adopted by the Agency in this regard might have some bearing on what we would include in our notifications, under consideration. This matter has been discussed with Mr. Meloon informally, and in a more recent discussion with [REDACTED] of his office, she and I are of the opinion that regardless of how the Agency resolves the matter it is unlikely that it will affect in any way the notifications to be given to the individuals at this time.

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2. Accordingly, there is attached a proposed card form of notification. The printing of this form will be accomplished by IBM machines in the Machine Records Branch. In addition, Machine Records Branch will tabulate on each card the name of the individual and his allotment number. They will be completed by manual operation in the Pay Roll Branch which will involve only the indication of the number of hours of sick and of annual leave balances as of the 15 August 1953, and the hours of annual leave which must be used prior to COB 2 January 1954 or forfeited. The notifications will be distributed with the salary checks to be distributed on the 28 August 1953.

3. May I have your consideration and approval of this proposal, at the earliest possible date.

Attachment:

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